**Communication Skills Rubric**

Each writing sample will be scored using the rubric below. Each sample will receive a score for requirements, a score for organization, and a score for mechanics. The average of these three scores will be the overall score.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **5**  **Excellent** | **4**  **Good** | **3**  **Competent** | **2**  **Marginal** | **1**  **Poor** |
| **Requirements**  **Score: \_\_\_\_\_** | Adheres to assignment’s requirements perfectly. Exhibits a thoughtful, detailed response to the assignment. | Adheres to the assignment’s requirements. Presents a clear, somewhat thoughtful response to the assignment. | Minimally meets the assignment’s requirements. The response is clear but simplistic. | Meets some expectations but ignores other requirements of the assignment. | Fails to meet all or most of the assignment’s requirements. |
| **Organization**  **Score: \_\_\_\_\_** | Thesis statement unifies all information in the paper. Paragraphs cover only one topic. Paragraphs begin with topic sentences that elaborate on the thesis. Ideas are developed in a logical order with clear transitions. Organization conveys a level of sophistication. | Thesis statement unifies all information in the paper. Paragraphs begin with topic sentences that elaborate on the thesis. Ideas are developed in a logical order. Most transitions are clear. Organizational elements are effective but lack sophistication. | Thesis statement unifies most parts of the paper. Paragraphs cover only one topic. Topic sentences are present but they do not consistently elaborate on the thesis. Ideas are developed in a mostly logical order. Some transitions lack clarity. | Thesis statement is present but does not successfully unify all ideas in the paper. Most paragraphs cover only one topic. Topic sentences are absent or disconnected from the thesis. Ideas are not always developed in a logical order. Transitions lack clarity. | Lacks a clear, unifying thesis statement. Paragraphs cover more than one topic and/or lack topic sentences. Ideas are illogically ordered, and transitions are unclear or absent. |
| **Mechanics**  **Score: \_\_\_\_\_** | Contains no more than 1 grammatical or mechanical error per 250 words. | Contains 2 grammatical or mechanical errors per 250 words. | Contains 3 grammatical or mechanical errors per 250 words. | Contains 4 grammatical or mechanical errors per 250 words. | Contains 5 or more grammatical or mechanical errors per 250 words. |

Total of 3 criterion scores: \_\_\_\_\_ ÷ 3 = \_\_\_\_\_ (Final score)

**SAMPLE ASSIGNMENT 1 RUBRIC**

|  |  |  |  |
| --- | --- | --- | --- |
| **Criteria** | **Performance Indicators** | | |
|  | **Needs Improvement** | **Meets Expectations** | **Exceptional** |
| **Mechanics** | 0 points (More than 6 grammatical, spelling or punctuation errors) | 5 points (Less than 3 grammatical, spelling or punctuation errors.) | 10 points (No grammatical, spelling or punctuation errors) |
| **Organization** | 15 points (The answer rambles and the ideas are disorganized) | 20 points (Ideas are clearly stated, but there is no clear organizational structure) | 30 points (The paper is well- organized and flows smoothly) |
| **Content of answer** | 35 points (The answer was incomplete. Parts of the question were unanswered and no resources were cited) | 45 points (The answer was substantially complete and some sources were cited) | 60 points (The answer was complete. All elements of the question were answered and all sources were cited. |
|  |  |  | Out of 100 points |